

RESPONSIBILITIES AND FUNCTIONS - DO/P ADMIN (PERSONNEL)

1. Monitors and coordinates the personnel program within the Clandestine Services with special emphasis on insuring adequate, world-wide personnel support.
2. Provides a liaison point of contact for the Deputy Director (Plans) with the Office of Personnel and central Administration on personnel matters.
3. Coordinates and supervises the Career Service Program within the Clandestine Services with a view for constantly improving procedures and operations of the Senior Staff Career Service Boards.
4. Implements personnel programs and procedures to meet the special requirements of the Clandestine Services.
5. Assures proper technical supervision and services for the Personnel Officers within the Clandestine Services.
6. Provides assistance and guidance in the development of appropriate tables of organization for Clandestine Services Headquarters, Field Stations and Projects.
7. Recommends allocation of civilian personnel ceilings and military authorizations for the Clandestine Services.
8. Provides executive secretary for the Clandestine Services Career Service Board.
9. Coordinates on personnel policy matters released to the field in cable or dispatch form.
10. Provides administrative support for the Clerical Career Service Board.
11. Serves as training office for Clandestine Services administrative type personnel.
12. Advises the Office of Personnel regarding policy and procedure requirements of the Clandestine Services.
13. Represents the Deputy Director (Plans) on committees and boards involving personnel matters.

14. Liaisons between components of Clandestine Services and Career Service Boards of the central administrative offices including Training and the Office of Personnel.

15. Coordinates on the recruitment requirements for the Clandestine Services.

16. Approves, on behalf of the Clandestine Services, contracts for administrative personnel.

17. Reviews for the Clandestine Services Career Service Board senior personnel actions, to insure uniform personnel procedures.

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18. Coordinates on [REDACTED] as it applies to the personnel requirements of the Clandestine Services.

19. Coordinates on all proposed Agency and Clandestine Services regulations or issuances concerning personnel.

20. In conjunction with other offices such as Management Staff, Inspection and Review Staff and the Office of Personnel, participates in surveys and studies in order to promote the better utilization of personnel.

21. Serves as the coordinating point for the collection and dissemination of certain sensitive personnel statistics.

22. Analyzes and evaluates for the DD/P personnel statistics and special reports and recommends appropriate action when indicated.

23. Reviews and analyzes reports relating to the personnel management of the Clandestine Services such as exit interviews, placement follow-up interviews, interviews with the Inspector General and Personnel Relations and works with the Divisions or Staffs concerned to assure that corrective action is taken.